



1719 24th Street, Sacramento, CA 95816

## Career Opportunity

December 18, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## OFFICE TECHNICIAN (TYPING) FULL TIME / PERMANENT

### SALARY

\$2,809 - \$3,515

### FINAL FILING DATE

JANUARY 5, 2016

### POSITION LOCATION

SACRAMENTO

RPA # 16-1063

### QUESTIONS ABOUT THE JOB

KELLY REYNOLDS

(916) 341-3264

OR VISIT OUR WEBSITE

[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

### SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24<sup>TH</sup> STREET

SACRAMENTO, CA 95816

**Duties:** Receives, sorts and distributes incoming mail and documents. Responsible for filing of Official Personnel Files (OPF) and documents for both separated and active employees in alphabetic and numeric filing systems. Receives and screens telephone calls, taking and relaying messages and responding to routine telephone and walk-in inquiries. Maintains the budgets for all units in the HR Branch; prepares Purchase Orders (PO)/Single Transaction Records (STR) payment requests for all charges/purchases and enters information in the HR Budget Tracking System; reconciles Monthly Expenditure Transaction (METS) reports on monthly basis against outstanding POs/STRs and other purchasing documents received; prepares and submits METS corrections to Accounting; prepares Fiscal Review Spreadsheet on quarterly basis for the branch, sets up and maintains budget tracking system for the HR Branch, prepares budget reports for the Branch Chief.

Provides support to the HR Branch; types drafts and final copies of a wide variety of documents and correspondence on behalf of the Branch Chief; ensures final drafts of all documents conform to CCC office standards; provides branch/unit staff within branch guidance, training and support on various office procedures, policies, computer programs, etc.; maintains chronological (CHRON) file for the HR Branch. Responsible for ordering and maintaining supplies and materials.

**Who May Apply:** Applicants currently at the Office Technician (Typing) level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #16-1063 in the job title section of your State application.

*The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.*